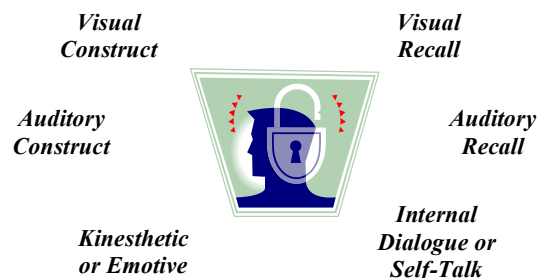


# Planning Conversation Memory Mat

## **Pause**

*to allow your partner time to think*



## **Listening Set-Asides**

- Autobiographical
- Inquisitive
- Solution

## **Reflect on the Coaching Process and explore refinements**

- “As you reflect on this conversation, how has it supported your learning?”
- “How might you incorporate this process into your own thinking?”

## **Establish Personal Learning Focus**

- “What is most important for you to pay attention to in yourself?”
- “What do you want to be sure you do very well? How might you know you’re doing it?”
- “If you could video tape this lesson / meeting, what would you want to see / hear in yourself when you replayed it?”

## **Paraphrase**

### Acknowledge and Clarify

“You’re thinking that...”

### Summarize and Organize

“On the one hand...”

### Shift Conceptual Focus

“So a strong belief for you is...”

## **Anticipate Approaches**

- “What might be some of the strategies you’ve considered?”
- “What are some strategies you have used before that might be successful with this group?”
- “What are your hunches about how \_\_\_\_\_ will view this lesson / meeting?”
- “In what sequence will you use your strategies?”

## **Pay Close Attention**

Attend with both your mind and your body using elements of rapport:

posture    gesture    tonality  
language    breathing

## **Specify Success Indicators and a plan for collecting evidence**

- “How will you know you are successful?”
- “What might success look / sound like?”
- “What evidence will you collect?”
- “What data could I collect for you?”

## **Probe**

### Meta-Model

- Universal Quantifiers (e.g., “Never?”)
- Modal Operators (e.g., “What stops you?”)
- Unspecified Verbs (e.g., “Think what, specifically?”)
- Unspecified Nouns (e.g., “Which parents, specifically?”)
- Comparators (e.g., “Better than what?”)



## **Clarify Goals**

- “What do you want them to leave thinking / feeling / able to do?”
- “What are your goals / objectives / outcomes / purpose?”
- “What do you want them to walk away with?”

*Adapted from Center for Cognitive Coaching  
Barks 2012*